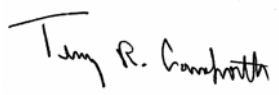


NEVADA DEPARTMENT OF WILDLIFE POLICY AND PROCEDURE	Page 6 (and Computer Record Order Form) Effective: December 30, 2005 Approved: 
--	--

TITLE: Public Requests for Information; Certification of Records; Sale of Publications, Document Searches, and Reproduction

REFERENCE: NRS 501.343, 239.010, 239.030, 239.052, 378.180, and Commission Policy 2

AFFECTED EMPLOYEES: All

PURPOSE: To guide the Department in handling requests from the public for information and data. To provide the public with a list and cost for information, data, records, reports, publications, and services.

POLICY: Information, data, and records of the Department, unless declared confidential by law, are public information. The information, data, and records will be made available for inspection by the public allowing the public to make abstracts or copies (AGO 68, 7/11/1913) during normal business hours.

PROCEDURE:

1. Public requests for information and data must be made in writing.
2. There is no statutory requirement for the Department to do research to find information for private interests. When the Department can accommodate very specific requests without undue and unreasonable diversion of employee effort, every attempt will be made to do so.
3. Upon receipt of a request for biological data or information, employees will review the location and magnitude of the information requested. The requestor will be notified of these findings and arrangements made for a convenient time when agency files will be available for inspection. Every effort will be made to accommodate the requestor's schedule.
4. Within Department capabilities, documents selected by the requestor will be copied on Department copy machines. The standard fee of \$0.50 per page will be collected at the time of service.

5. Requests for public information which require extraordinary use of personnel or technological resources may generate an additional fee determined by salary rates for affected employees and/or printer/plotter and data management charges. The agency will inform the requestor of the fee and collect the fee before preparing the information.

Fee Schedule

Pre-payment of fees is required. The following fee structure shall apply to saleable items published, produced or generated by the Department of Wildlife:

1. Computer-Generated Reports: The Order Form for License Holders and Registered Boat Owners is hereby incorporated as part of this policy and procedure. The collection of fees may be waived for federal, state, city or local governmental agencies at the discretion of the Director or his designee; however, the agency reserves the right to charge for certain output media (i.e., label stock) for the report. The License Office Data Entry Supervisor (Pos. No. 0130) is responsible for processing the requests.
2. Nevada Board of Wildlife Commission meeting tapes: \$20 per tape (average of 7-9 tapes per meeting). The requestor can specify an agenda item(s). The Executive Assistant (Pos. No. 0105) is responsible for processing the requests.
3. Document searches, certification of documentation, and reproduction costs will be posted in all Department offices for the public to view. The following fees will be charged:

Boat Document Searches/Certification	\$5
License Searches (per year)/Certification	\$5
Game Tag History/Certification	\$5
Document Certification	\$5
Photocopy (per page)	\$0.50

Fees may be waived for any federal, state, city or local governmental agency, or for any person requesting information on his/her own records.

If the requestor requires certification of documents, the following statement will be used to certify/verify the documents: "This is to certify that this is an exact copy of the records on file with the Nevada Department of Wildlife." The Program Officer III (Pos. No. 0152) is the officer having custody of the public records and will verify the data, and sign and date the statement.

4. Biological bulletins, harvest reports, technical reports, hunting status books, and other informational booklets or periodicals will be made available on the web when possible in a downloadable format at no cost to the public. NRS 378.180 requires that upon release of a publication in an electronic format or medium, the

Department notify the State Library's State Publications Distribution Center of such release and provide the Center with access to the publication. The Conservation Education Webmaster (Pos. No. 0540) is responsible for posting the publications on the web and for notifying the Center.

The Department may determine that a publication will be printed because the format is problematic for the web (such as the Nevada Water Development Maps). In these cases, the initiating bureau is responsible for having sufficient copies of the publication printed for public sale. In addition to the publications for sale, NRS 378.180 requires every State agency to deposit 12 copies of each of its State publications, which are not printed by the State Printing Division of the Department of Administration, with the State Library's State Publications Distribution Center to meet the needs of the depository libraries and to provide interlibrary loan service to libraries without depository status. Once the initiating bureau has obtained the publication, provided 12 copies to the State Publications Distribution Center, and satisfied internal complimentary distribution, the remainder of the copies will be turned over to the License Office, Program Officer I for License Agents (Pos. No. 0159) and all other copies will be handled as accountable inventory subject to inventory control, revenue accounting, auditing, and reconciliation processes. Any further requests for complimentary copies will be made by the Director (Pos. No. 0100), Deputy Director (Pos. No. 0101), or a bureau chief through the License Agent Program Officer I. No complimentary copies will be issued through the regional offices without prior approval of the License Agent Program Officer I. The License Agent Program Officer I is responsible for the manner of distribution either centralized through the License Agent Office or decentralized through the customer service offices if sufficient copies of the publications are available. Written direction for the sale and reconciliation of the miscellaneous documents and publications will be provided if the publications are sold through the customer service offices.

The Department may continue to sell publications which were printed prior to the web versions at a cost posted for public convenience. The collection of fees for these documents may be waived or modified at the discretion of the Director or his designee.

Miscellaneous publications may be added or removed based upon availability; however, the publications and fees will be posted for the public's information. All sales are considered final and refunds will not be given for the miscellaneous sale items.



FEE SCHEDULE

Document searches, certification of documents, and reproduction costs will be provided at the following fees for services rendered.

Boat document searches/certification	\$5
License or tag searches/certification	\$5
Document certification	\$5
Photocopy per page	\$0.50

The fees are waived for any person requesting information on his/her own records.



MISCELLANEOUS ITEMS FEE SCHEDULE

*Biological Bulletins (various)	\$10
Commission Tapes (per tape)	\$20
Federal Duck Stamp (current year only)	\$16
Nevada Atlas & Gazetteer (maps)	\$15
Nevada Record Book (2005)	\$55
Record Book Field Guide	\$30
Nevada Water Development Atlas (guzzlers)	\$40

Please make check payable to **NDOW**. All sales are final. Refunds are not given for miscellaneous sale items.

*Many publications are available at www.ndow.org at no cost.

NEVADA DEPARTMENT OF WILDLIFE
4600 Kietzke Lane, Bldg. D-135, Reno, NV 89502
Miscellaneous Documents and Publications Order Form

(Documents or publications will be processed within two weekdays of receipt. Orders will be shipped by UPS.)
(*Publications are available at www.ndow.org under Publications and Reports for no cost.)

<u>Quantity</u>	<u>Document or Publication Name</u>	<u>Cost</u>
_____	Nevada Atlas & Gazetteer (maps, 2001)	\$15
_____	*Nevada's Black Bear Ecology and Conservation of a Charismatic Omnivore (2004)	\$10
_____	*Nevada's Mule Deer Population Dynamics: Issues and Influences (2004)	\$10
_____	*Nevada's Pronghorn Antelope Biological Bulletin No. 13 (1983, rev. 2003)	\$10
_____	Wildlife Water Development Atlas (Guzzlers) (10/2005)	\$40

Total Amount Submitted for Order \$ _____ (Please make checks payable to NDOW. There is a \$25 returned check fee for any check not honored by the bank.)

Ship To:

Name _____
(Please Print Clearly)

Street Address _____
(Must be street address for UPS)

City/State/Zip Code _____

Area Code and Phone No. _____
(For questions regarding order)